

POB 700 Meridian ID 83680-0700 P: 208 884 7202 E Mail: dodie.collier@isp.state.id.us

STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, July 22, 2004

Members Present:

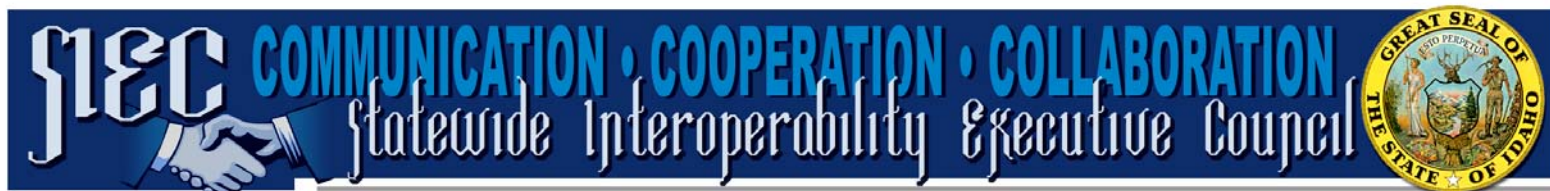
- Chair R. Mark Lockwood, Idaho Chiefs of Police Association (ICOPA)
- R. Dan Charbonneau, Idaho State Police (ISP)
- Dia Gainor, Idaho Dept of Health and Welfare (IDHW)
- Joe Roche, Department of Administration
- Jaime Herrera, Idaho Dept of Correction (IDOC)
- Bruce Allcott, Idaho Fire Chiefs Association
- John Cline, Idaho Military Division
- Mike Candelaria, Bureau of Land Management (BLM)
- Steve Jenkins, National Interagency Fire Center (NIFC)
- Mary Halverson, Idaho Bureau of Homeland Security (IBHS)
- Greg Laragan, Idaho Transportation Department (ITD)

Staff:

- Dodie Collier, Project Manager, SIEC

Guests:

- Les Shadduck, Ada County Sheriff's Office
- Bart Hamilton, Ada County Sheriff's Office
- Kevin B Young, Mountain West Communications
- Bruce Branlund, Motorola
- Stan Passey, ISP
- Gordy Howell, Bannock County Emergency Communications
- Scot Maring, Idaho Department of Administration
- Jim Forgy, SAIC/ICTAP
- John Sutton, SAID/ICTAP
- Bob Cagle, SSC SD/ICTAP
- Major Steve Jones, ISP
- Layne Simmons, Tenxsys
- Tammy Ferguson, Tenxsys
- Gabe Crum, Governor's Office
- Jim Price, Dept of Administration
- Greg Zickau, ITRMC Staff
- Matt Howrath, Motorola
- Chief Kevin Quick, Pocatello Fire Dept
- Keith Cook, Motorola
- Mike Nelson, Boise PD
- Pam Ahrens, Dept of Administration



Welcome/Introductions – Chair – Chief R. Mark Lockwood

Chair Lockwood called the meeting to order at 9:00 AM, an attendance sheet was passed around to all. Attendees introduced themselves. As a quorum would not be present until later in the meeting, action items were held. The agenda was revised to accommodate this.

COPS Interoperable Grant – Mike Nelson, Boise City PD

Nelson presented an overview of the Community Oriented Policing Services (COPS) grant the Boise Police Department and the Ada County Sheriffs Office are submitting in early August 2004. The City of Boise is eligible for this funding under the COPS Metropolitan Statistic Area (MSA) grant program. The purpose of the grant is to develop a 700MHz radio system. This system will consist of a Project 25 trunking system, a single Project 25 Master site at a yet to be determined location a simulcast Prime site, and 700MHz single-channel conventional stations located throughout the valley. Console equipment upgrades are included. Charboneau asked if Idaho State Police had been consulted in regard to the interoperability of the potential system. Nelson mentioned that this application is a modification of one submitted in 2003, on which ISP provided technical input. Chair Lockwood told the Council that additional funding, such as COPS, help to supplement the interoperable communications monies that are also being provided by ODP through Homeland Security. Charboneau offered that the Council provide a Letter of Support for the grant application.

Technical Committee Report

Cline reported that the Technical Committee is working on a document that will articulate the problem and develop the “Idaho Plan” for statewide interoperable public safety communications. The committee conducted a three-hour meeting on July 2, 2004, and it became clear that more time was needed to complete the document. Cline requested the committee participants e-mail him with information toward this task. Work to date is available. Cline told the Council that the draft document will be ready for Council for review at the September 2004 meeting

Chair Lockwood told the Council that the Technical Committee’s Report will also make recommendations for terms and definitions that can be used by the SIEC when describing public safety communications interoperability. These will eventually be available on the SIEC website and will be compliant with standard language currently in use.

Outreach Committee Report – Dia Gainor

Gainor informed the Council that last month she attended a conference on Intelligent Transportation, and this created an opportunity to showcase the SIEC DVD for federal partners from the US Dept of Transportation and other national associations in attendance. The partners were impressed with the quality of the production and information in the DVD. Gainor has assigned an EMS supervisor to assist in research gathering on other states interoperability activities and how that may be of use to the SIEC. This will provide additional information for the development of ‘Frequently Asked Questions’ currently being addressed by the Outreach Committee. Gainor suspects that some of the questions regarding Idaho status will need the assistance of the SIEC Technical Committee to answer. The Outreach Committee is also working on coordination of SIEC presentations in-state and out-of-state. Gainor pointed out that Public Safety Answering Point (PSAP) managers need to be included in the venues for presentation of SIEC information. Passey stated that the venue for this group has traditionally been the Association of Public Safety Communication Officers (APCO) and the National Emergency Numbers Association (NENA). Gainor told the Council that a different outreach plan is needed to target this group, possibly a DVD and a cover letter specific to PSAP interests. Allcott stated that PSAPs are comprised of various public safety groups, fire, EMS, law enforcement, etc., and typically the PSAP members have received



information through associations specific to these groups. Allcott went on to say that once the SIEC Assessments are complete, the contact information should be available; Chair Lockwood concurred. Cline told the Council that Sheriff Killeen (Ada County SO) had targeted this group with information during the formation of E-911 legislation. Shaddock advised Dan Chadwick with the Idaho Association of Counties may have the most recent information. Roche advised that the Federal Communications Commission (FCC) has a list of registered PSAPs. Gainor stated that PSAPs are a key stakeholder group; Chair Lockwood concurred as the PSAPs are the operators of any developed systems. Gainor mentioned the potential outreach role between the SIEC and the newly established Idaho Emergency Communications Commission (ECC), which according to Allcott, will oversee activities related to 911 centers. Chair Lockwood told the Council that Rep. Langhorst wants to see the two Councils maintain close exchange of information. Chair Lockwood recommended that Collier attend the Commission meetings on behalf of the SIEC to maintain that communication link. At this time on the agenda, Roche briefed the SIEC on the formation and purpose of the ECC. Charboneau informed the Council that ISP has submitted a grant application on behalf of the ECC, similar to the establishment of the SIEC. Gainor stated that a link between the SIEC and the ECC should be established on both entities websites. The Outreach Committee will be gleaning information from the Technical Committee's work to develop second generation information.

Project Management Presentation

Herrera demonstrated Microsoft Project 2003 software as the recommended project management tool for the SIEC. This software will allow more effectively planned projects, better managed resources, and establishment of organization-wide repeatable processes. It will also allow better organizing and management of work to ensure that projects are delivered on time. Herrera, in working with Collier, recommended that 2 applications be obtained, one for each SIEC office computer, along with basic and intermediate MS Project 2003 training for staff. Roche offered to research software cost and training through the Department of Administration's master agreements. Roche will e-mail the Council with the information when it becomes available. Herrera and Collier will research the capability of MS Project 2003 to allow project plan viewing from the PCs of the Council members. Herrera also recommended that 60-days be allowed for staff to finish inputting to-date data into the program; a presentation using this tool will be provided by staff at the September 2004 SIEC meeting. Howell asked to be included in the e-mail Roche sends out on software availability.

Master Site Discussion

Chair Lockwood began preliminary discussion on the topic of a Master Site for a P-25 switch purchase which may serve as a key component toward achieving communications interoperability for a statewide system utilizing the state's microwave. Charboneau expressed the concern for maintenance of the switch and where that responsibility will fall. The Department of Administration has a fee structure established for current agency activities and maintenance costs on the state's microwave system. Charboneau told the Council these costs could come from users sharing the cost for maintenance, or reserve could be established for these costs. Chair Lockwood voiced his support for a reserve to be established, in lieu of incurring unexpected costs per incident. Roche told the Council that currently microwave support costs to state and federal agencies come from dedicated funds. Catastrophic failures to the microwave system are covered under the state's risk management insurance policy, with a \$2000 deductible; the balance coming from the operating fund. For expansion of the microwave, all entities are consulted. The Department of Administration has a standard fee structure that applies to all work done, and all activity across the microwave system. Passey told the Council the State of Colorado has a user fee for their system, along with a comprehensive plan for maintenance. Chair Lockwood recommended discussing with Colorado their system and how the fee structure is established. Charboneau mentioned examining



the Idaho Law Enforcement Telecommunications System (ILETS) as to a fee structure. Roche mentioned to also consider the cost of field support services.

Greg Laragan arrived at the meeting, constituting a quorum.

ODP Site Visit Status Update

Cagle told the Council that the Idaho Feasibility Study is in progress with four sites visited this week. The Office of Domestic Preparedness (ODP) plans to have data from all 41 sites collected by July 26, 2004. In August, 40 sites will be re-visited. It is planned to have all data collected by September 30, 2004.

Review & Approve Minutes

Review and approve minutes from June 24, 2004 meeting. Motion made by Charboneau to accept minutes as written, seconded by Herrera. Motion passed.

700MHz Regional Planning Committee (RPC) Update

Lt Hamilton, Chair, informed the Council that Doug Johnson resigned from the RPC's Vice-Chair position and was replaced by Mike Sanders, Chief Deputy with Bannock County. The 700MHz Frequency Plan is being placed in the Computer Assisted Pre-Coordination Resource and Database System (CAPRAD), upon completion the plan will be submitted to the SIEC and surrounding states for review before submission to the FCC. The 4.9 GHz plan has been completed. It is in review and Hamilton is discussing with the FCC submission of the 4.9GHz plan by the deadline, July 30, 2004. The 700MHz plan should be to the SIEC mid September 2004.

Project Management Presentation (cont.)

Herrera motioned that 2 sets of MS Project 2003 software be obtained, one for each SIEC office computer, along with basic and intermediate MS Project 2003 training for staff, and that 60-days be allowed for staff to finish inputting data to-date into the program. Seconded by Allcott. Purchase will be based upon best price to the state. Motion approved.

Technical Committee Resolution (cont.)

Chair Lockwood directed the Council's attention to the information packet for this part of the agenda, a P-25 Master Site Switch Talking Points sheet and a letter from the Idaho Sheriffs Association to Bill Bishop, Director of Homeland Security for the State of Idaho, recommending purchase of a master site P-25 switch. Also discussed was a support letter stating the same from the Idaho Fire Chiefs Association (not included in packet). Allcott had concerns about the limitations of a switch. Chair Lockwood recommended that resolution language specify that a decision on whether to make a switch purchase will be based upon compatibility with current and future systems and the on-going costs of the switch. This resolution will come to the Council via a recommendation from the Technical Committee. Cline is concerned that the switch, and the equipment to be used with the switch may be proprietary; this issue will also be examined. Chair Lockwood stated that FCC requirements must also be considered. Chief Quick told the Council that the Board of Directors of the Idaho Fire Chiefs Association has written a letter to Bill Bishop recommending purchase of a switch. Chair Lockwood stated that approval for a recommendation to ask for funding to purchase a switch will be based upon the findings of the SIEC Technical Committee, in conjunction with the findings of the ODP Assessment Survey. Cline recommended that the funding request be made by the SIEC to the Idaho Bureau of Homeland Security for an application to federal funding. In his absence, Cline will give any information collected on the "Idaho System" to Goetz for presentation to the Council in September. Allcott motioned the Technical Committee will continue to evaluate the technical aspects of a switch and what will be most compatible



with the design of the Idaho System. Motion died for lack of a second. Only one vendor currently manufactures a P-25 switch. Cline told the Council that architecture needs to allow for open competition. Shaddock told the Council that the Ada County Sheriffs Office is months ahead of the SIEC in research on this topic and shared what had been learned. Chair Lockwood stated a decision on the purchase of a switch needs to be expedited through due diligence, especially if the funding opportunity is present now.

Gainor re-drafted the language of the motion to read, "The SIEC will respond to the request for a recommendation from the Bureau of Homeland Security by completing the Technical Committee's task of evaluation of existing Project 25 master site options including the capability, risks, limitations, system design features and special consideration of the impact on brand and device selection for local public safety users". Seconded by Allcott. Motion approved. Charboneau asked that traffic management software for a switch also be examined. The Technical Committee will provide all available options.

Other Business

Collier informed the Council of the SIEC Presentation and Travel schedule through October 2004. Herrera recommended that the SIEC send a DVD and a thank you letter to those who appeared in the DVD. Roche introduced Greg Zickau, new member of ITRMC staff.

Planning for next meeting & Adjournment – Chair Lockwood

The next meeting will be moved to **September 30, 2004**, Gowen Field, Building 578, 9AM-3PM, due to scheduling conflicts.